

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
33101-0000011737	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
Start Time	Finish Time		
01/08/2021 08:00:00 CST	02/16/2021 12:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

Submit To: Education
Call for Shipping Information
United States

Contact: Jonathan Smith
Phone: 615/741-1462
Email: Jonathan.L.Smith@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Event Description

The Tennessee Department of Education (State) is currently accepting bids to provide substitute teachers at the three (3) direct-run schools in the Achievement School District (ASD). This will be a two (2) year contract with three (3) options to renew.

Jonathan Smith
615-741-1462
Jonathan.L.Smith@tn.gov

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST
Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: https://sso.edison.tn.gov/oaam_server/oaamLoginPage.jsp (Maintain supplier information)

Central Procurement Office Website: <https://www.tn.gov/generalservices/procurement.html>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

General Comments

- The Tennessee Department of Education (State) is currently accepting bids to provide substitute teachers at the three (3) direct-run schools in the Achievement School District (ASD). This will be a two (2) year contract with three (3) options to renew.

General Questions

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.				
IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.		Yes		<input type="text"/>

Required: Yes Mandatory Response:Yes

Event Details (cont.)

PeopleSoft Strategic Sourcing

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33101-0000011737	Sell	RFx	2
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
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Response Comments

Question	UOM	Best	Worst	Response
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Please enter the number of days, from the bid opening date, after which your bid offer will expire:

Required: Yes Mandatory ResponseNo

Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

Response Comments

Event Details (cont.)

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33101-0000011737	Sell	RFx	3
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
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01/08/2021 08:00:00 CST	02/16/2021 12:00:00 CST		

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Event Currency: US Dollar
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Question	UOM	Best	Worst	Response
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The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Required: Yes Mandatory ResponseNo

Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

Response Comments

Please list the following information:

List the Contract Administrator's Name
List the Contract Administrator's Address
List the Contract Administrator's Phone Number
List the Respondent's Toll Free Phone Number
List the Contract Administrator's Pager or Cell Number
List the Contract Administrator's Email Address
List the Respondent's Website

Required: Yes Mandatory ResponseNo

Event Details (cont.)

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Event ID	Format	Type	Page
33101-0000011737	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
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01/08/2021 08:00:00 CST	02/16/2021 12:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

Submit To: Education
Call for Shipping Information
United States

Contact: Jonathan Smith
Phone: 615/741-1462
Email: Jonathan.L.Smith@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Question	UOM	Best	Worst	Response
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Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

Response Comments

Please submit proof showing your company has a minimum of ten(10) long-term licensed teachers and twenty-five (25) short-term teachers.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Event Details (cont.)

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Event ID	Format	Type	Page
33101-0000011737	Sell	RFx	5
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
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01/08/2021 08:00:00 CST	02/16/2021 12:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

Submit To: Education
Call for Shipping Information
United States

Contact: Jonathan Smith
Phone: 615/741-1462
Email: Jonathan.L.Smith@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Question	UOM	Best	Worst	Response
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Please submit documentation showing long-term substitute teachers are in compliance with state licensure requirements outlined in State Board Rule 0520-01-02-.04(5).

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Please provide an outline of your selection process for qualified teachers to serve the State.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Please provide an explanation of your on-boarding process for teachers within your pool.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Event Details (cont.)

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33101-0000011737	Sell	RFx	6
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
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01/08/2021 08:00:00 CST	02/16/2021 12:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

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United States

Contact: Jonathan Smith
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Email: Jonathan.L.Smith@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Question	UOM	Best	Worst	Response
Please submit information on the electronic system ASD principals can use to request substitute teachers, verify time, and track absences for long-term substitutes.				
Required: Yes Mandatory ResponseNo				<input type="text"/>
A file attachment is required to satisfy this question. Your bid will need to be edited online to include attachment responses. Response Comments				
<input type="text"/>				
Please provide a per Day cost for substitute teachers.				
Required: Yes Mandatory ResponseNo				<input type="text"/>
A file attachment is required to satisfy this question. Your bid will need to be edited online to include attachment responses. Response Comments				
<input type="text"/>				
Please provide evidence of the pool of teachers available prior to the execution of the contract.				
Required: Yes Mandatory ResponseNo				<input type="text"/>
A file attachment is required to satisfy this question. Your bid will need to be edited online to include attachment responses. Response Comments				
<input type="text"/>				
Please provide the results of a background check for your employees.				
Required: Yes Mandatory ResponseNo				<input type="text"/>
A file attachment is required to satisfy this question. Your bid will need to be edited online to include attachment responses. Response Comments				
<input type="text"/>				

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
33101-0000011737	Sell	RFx	7
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
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01/08/2021 08:00:00 CST		02/16/2021 12:00:00 CST	

Bidder: PUBLIC EVENT DETAILS

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Call for Shipping Information
United States

Contact: Jonathan Smith
Phone: 615/741-1462
Email: Jonathan.L.Smith@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Line Details

Line: 1 **Item ID:** **Line Qty:** 1800.0 **UOM:** Day
Required: Yes **Reserve Price:** No

Bid Qty: 1800

Description: Short-term substitute teachers (by day)

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

Response Comments

Line: 2 **Item ID:** **Line Qty:** 1800.0 **UOM:** Day
Required: Yes **Reserve Price:** No

Bid Qty: 1800

Description: Long-term substitute teachers (by the day)

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

Response Comments

Line: 3 **Item ID:** **Line Qty:** 1.00 **UOM:** Percent
Required: Yes **Reserve Price:** No

Bid Qty: 1

Description: Hiring a Contractor Temporary Employee % of annualized salary as a placement fee

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

Response Comments

Event Details (cont.)

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33101-0000011737	Sell	RFx	8
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
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01/08/2021 08:00:00 CST		02/16/2021 12:00:00 CST	

Bidder: PUBLIC EVENT DETAILS

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United States

Contact: Jonathan Smith
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Email: Jonathan.L.Smith@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
33101-0000011737	Sell	RFx	9
Event Round	Version		
1	1		
Event Name	33101-11737 ASD Substitute Teacher		
Start Time	Finish Time		
01/08/2021 08:00:00 CST	02/16/2021 12:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

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Call for Shipping Information
United States

Contact: Jonathan Smith
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Email: Jonathan.L.Smith@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Appendix A - Line Specifications

Line: 1 **Item ID:** **Line Qty:** 1800 **UOM:** Day
Description: Short-term substitute teachers (by day)

Item Specifications

Manufacturer:
Mfg Item ID:
Item Length: 0
Item Width: 0
Item Volume: 0
Item Weight: 0
Item Size:

Item Height: 0
Dimension UOM:
Volume UOM:
Weight UOM:
Item Color:

Shipping Information

Schedule: 1
Quantity: 1800
Due Date: 01/11/2021
Freight Terms:
Ship Via: Best Option Available

Ship To: FRAYSER ELEMENTARY SCHOOL
1602 DELLWOOD AVE
MEMPHIS TN 38127
United States

Line: 2 **Item ID:** **Line Qty:** 1800 **UOM:** Day
Description: Long-term substitute teachers (by the day)

Item Specifications

Manufacturer:
Mfg Item ID:
Item Length: 0
Item Width: 0
Item Volume: 0
Item Weight: 0
Item Size:

Item Height: 0
Dimension UOM:
Volume UOM:
Weight UOM:
Item Color:

Shipping Information

Schedule: 1
Quantity: 1800
Due Date: 01/11/2021
Freight Terms:
Ship Via: Best Option Available

Ship To: FRAYSER ELEMENTARY SCHOOL
1602 DELLWOOD AVE
MEMPHIS TN 38127
United States

Line: 3 **Item ID:** **Line Qty:** 1 **UOM:** Percent
Description: Hiring a Contractor Temporary Employee % of annualized salary as a placement fee

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
33101-0000011737	Sell	RFx	10
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
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01/08/2021 08:00:00 CST		02/16/2021 12:00:00 CST	

Bidder: PUBLIC EVENT DETAILS

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United States

Contact: Jonathan Smith
Phone: 615/741-1462
Email: Jonathan.L.Smith@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Item Specifications

Manufacturer:		
Mfg Item ID:		
Item Length:	0	Item Height: 0
Item Width:	0	Dimension UOM:
Item Volume:	0	Volume UOM:
Item Weight:	0	Weight UOM:
Item Size:		Item Color:

Shipping Information

Schedule:	1	Ship To:	FRAYSER ELEMENTARY SCHOOL
Quantity:	1		1602 DELLWOOD AVE
Due Date:	01/11/2021		MEMPHIS TN 38127
Freight Terms:			United States
Ship Via:	Best Option Available		

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
33101-0000011737	Sell	RFx	11
Event Round	Version		
1	1		
Event Name			
33101-11737 ASD Substitute Teacher			
Start Time	Finish Time		
01/08/2021 08:00:00 CST	02/16/2021 12:00:00 CST		

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United States

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Event Currency: US Dollar
Bids allowed in other currency: No

Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration
312 Rosa L. Parks Ave.
21st Floor Tennessee Tower
ATTN: Supplier Maintenance
Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016